

These are notes from the Information Technology Advisory Committee for the date indicated below. If you have questions or require additional information, please contact the ITAC Chairman, Chief Judge Rufus King III at (202) 879-1600, Co-Chair Judge Brook Hedge at (202) 879-1886, or the Information Technology Liaison Officer, Earl Gillespie, at (202) 727-6451.

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## **Criminal Justice Coordinating Council**

### **Information Technology Advisory Committee**

#### **Meeting Notes – January 17, 2002**

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There will be no December ITAC meeting.

The next regular meeting of the  
Information Technology Advisory Committee  
Will be scheduled for February 21st

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The January 17<sup>th</sup> meeting of the Information Technology Advisory Committee, ITAC, was held in the Clerk of the Courts Conference Room, # 2500, in Superior Court for the District of Columbia, at 12:30. Chief Hedge chaired the meeting.

The following agencies were represented: the Superior Court of the District of Columbia, the Office of the Chief Technology Officer, the Youth Services Administration, the Pretrial Services Agency, the Office of the US Attorney, the Office of the Corporation Counsel, the Metropolitan Police Department, the US Probation Office, and the Criminal Justice Coordinating Council.

The attached Agency Job Status Report was distributed. The attached report was “actual” at the time of the 01/17/02 meeting. As a matter of course, it changes daily. I will pass out updated reports at each ITAC meeting. Weekly updates are sent as an attachment to the weekly JUSTIS Status Report.

The ITLO also made a special announcement concerning the Information Technology Security Officers’ Organization (ITSOO). After the ITAC approved the dissolution of the P&S Working Group and the creation of the ITSOO, the new group decided to rotate the Chair of the group through the member agencies on a six-month basis. When the then current Chair, Karen Wallace, asked for volunteers only one hand was raised – belonging Frank Nowicki. Frank has served with distinction. I frankly do not think the group would have survived the first few months without Frank.

With the start of the New Year, it is time to rotate to the next chair. Mr. Raeford Grice of the Pretrial Services Agency is this term’s Chair. We look forward to Raeford’s custodianship of the ITSOO for the next six months. Frank is not lost to us however; he has volunteered to manage an ad hoc subcommittee to study dual or secondary authentication of users. Frank’s subcommittee will examine the issue, recommend a course of action, and after consensus of the ITSOO, present the findings to the ITAC.

Thank you Frank!

1. The first agenda item was the JUSTIS Phase 3 project negotiation with KPMG. The “bridge” contract is in place and allows KPMG to maintain satisfactory operational and service levels while the Phase 3 contract is being completed. The total costs of the Phase 3 proposal exceed planned funding levels. Due to this shortfall, while the Phase 3 project will include Data Transfer with Tracking Number, the Quality Alliance and the public information web pages on CJCCDC, it will not include the Notification module. That will be the first item developed with any additional funding. The success of the Data Transfer module is largely dependant upon the decisions of MPD to allow data access to participating agencies.

The Phase 3 contract is being held up by the ITLO’s inability to have Federal grant funds certified. That certification is normally dependant upon BJA approving a modification to the Byrne Strategic Plan and the consequent transfer of funds to the city. Although the modification to the plan has been approved, the transfer of funds for JUSTIS is held pending the submission of appropriate reports from agencies that obtained and spent past Byrne funding on agency initiatives. **The reports from several agencies are in arrears. Until the reports are submitted, the funds for JUSTIS will not be made available.** The amount of funds set aside for JUSTIS are planned for a 6-month project, starting February 1. If the funds are not available that date, we will need approximately \$100k per month in additional funding. That level of funding is simply not available. **Please check with your agency grant personnel to determine if all your agency’s required Byrne grant reports were turned in.**

2. The JUSTIS project staff was invited to give a presentation to the Chief U.S. Probation Officer and several of his staff in late December. The presentation was very well received and our staff is excited about further coordination efforts to be initiated to bring JUSTIS access to the USPO.

To facilitate the access by the USPO and other agencies that might not have access to the DC WAN, the JUSTIS staff has met with OCTO technical and security personnel to determine the best method to utilize the VPN foundation we have built for JUSTIS. OCTO will meet with our staff again in early February with the best implementation design and methodology. This is expected to mean that potential users approved by ITAC will be able to access JUSTIS through the Internet. Potential users will be expected to make a one-time purchase of a VPN network box, in addition to being approved by individual ITAC data contributors and completing administrative work for logons and passwords.

The potential access by the USPO moves individual ITAC member approval of new agency access to JUSTIS from the general to the specific. ITAC has

approved JUSTIS access for agencies associated with the US District Court – the USPO is one. However, because each independent ITAC agency controls specific access to their data, each agency must then allow the access to be facilitated by JUSTIS security. The attached access chart indicates that, although ITAC has approved USPO access, only three agencies have indicated their agency decision upon specific access: PSA, USAO and YSA. **If your agency WILL permit access to your data via JUSTIS to the USPO, please send an email or other written indicator to the ITLO as soon as possible.**

3. Access by other agencies – moving from general approval to specific approval brings up the question of other DC area law enforcement agencies. The ITAC has generally approved access to JUSTIS by local law enforcements. The ITLO provided a list of potential law enforcement users at this month's meeting to encourage ITAC members to start to address the issue of additional specific approvals.

The potential law enforcement agency list is attached. The ITLO is planning to meet with the agencies on the list in March. By that time the issues of Internet access via the VPN for agencies without access to the DC WAN will have been resolved. The ITLO does not want to invite specific agencies that would not be later permitted access.

Please review the attached list. Your agency will inevitably be asked to make one of three decisions: 1) YES – my agency approves access by all the agencies on the list to my agency's data on JUSTIS, 2) NO – my agency will not allow access by any of the agencies on the list to my agency's data, 3) YES / CONDITIONAL – my agency will approve access to the agencies on the list to my agency's data ONLY IF the agencies indicated are either removed or added to the list.

The ITLO will be back to the ITAC with the list in March to ask for specific direction regarding access by local law enforcement agencies on this list.

4. The ITLO has suggested in earlier ITAC meeting that the current *Interagency Agreement on Information Technology* needs to be revisited. Perhaps you share the opinion that time and events have caught up with the 1999 Agreement and it could better reflect current status, plans and responsibilities. A copy of draft modifications proposed for the Agreement is attached. Please review the draft and be prepared to discuss possible changes and the best method, should it be updated, to address obtaining approvals by agency heads.

You may view the agreement, and share copies with others at the members only portion of the CJCC website. <http://www.CJCCDC.org> To access the members only portion, please enter: your first name hyphen ITAC. The password is ITAC. If your logon/password does not work, please contact the JUSTIS Help Desk at 202.727.9611 and they will quickly set up your access.

5. The new data displays on JUSTIS have been under review for over 6 weeks. This is the final week to request other changes or even return to the original display of your agency's data. The changes have been very well received. If you have any changes to suggest, please contact Tony Currington, KPMG project manager, through the JUSTIS Help Desk.
6. Additional changes to JUSTIS are nearing finalization. First, as approved by the ITAC at the last meeting, the JUSTIS team will post important messages on the system, just "behind" the current warning screen. This would display the message just after the user clears the warning screen. When that screen is cleared, any messages or system announcements would then appear.

Second, the agency listing of indexable items found on the initial page of the JUSTIS Inquiry will be modified. Each agency listed will be "hot," in that, when the cursor is placed on the agency name, an annotated list of the agency's data contribution will be presented. This will allow users to determine which data is being offered and will help clarify any unusual data or agency unique terminology.

7. The ITLO asked agencies that might need help with their reporting processing to contact him as soon as possible. The KPMG team might have the skills required to address the problem. This time between phases would be the best time for assistance to be available. Please review your JUSTIS reporting process. If you need assistance, please contact us.
8. Any ITAC member who has not scheduled an individual review with the ITLO is invited to do so as soon as possible. These individual reviews have proven to be very beneficial to both the ITLO and the ITAC over the last two years. Please email the ITLO at: [earl.gillespie@dc.gov](mailto:earl.gillespie@dc.gov) to schedule a visit. Attached you will find ITLO objectives for the next year. I cannot accomplish them alone. I will need our insights, assistance and guidance. Let's discuss these objectives and other issues at an individual review.
9. The next regularly scheduled meeting of the ITAC is February 21, 2002.